

Cherry Lane Primary School



Exceptional leave request form

Please note that there is no automatic right for pupils to be granted authorised absence for exceptional leave. Cherry Lane school considers every request for exceptional leave in relation to the individual pupil's attendance and educational attainment.

Regular attendance is an important factor in your child's performance at school.
Please think carefully before deciding to request exceptional leave

Name of Pupil:		Date of Birth:	
		Class/Year Group:	

Leave requested:	From (date):		To (date):	
Letter/ Appointment Card Attached	YES	NO	N/A	To be provided
If this form is not signed by the parent please indicate how and when the message was received	PHONE/ VOICEMAIL	VERBAL	EMAIL	MESSAGE TAKEN BY
Reason for Exceptional Leave Request:				

Name of Parent/Carer:			
Signature:		Date:	

This is an example of the number of lessons your child will miss.(Remember these lessons will not be repeated)

1 days absence = 6 lessons missed

3 days absence = 18 lessons missed

1 weeks absence = 30 lessons missed

2 weeks absence = 60 lessons missed

Exceptional leave absences which have not been agreed by our school will be marked as unauthorised absences and may be referred to the Local Authority's Participation Officer for consideration of a Penalty Notice or other action.

For School Use:

Attendance %			
Any previous Exceptional Leave (any Academic Year)	Yes/No*	No. of days:	
Meeting arranged with parent/carers	Yes/No	Date:	
Request authorised	Yes/No	Date:	
Request authorised/ unauthorised by:	Name:	Signature:	Date: